

NGFTS

National Guard Full-Time Support



HUMAN
RESOURCES
INFORMATION
LETTER



Oklahoma National Guard Human Resources Office

Joint Force Headquarters, Oklahoma National Guard
Oklahoma City, Oklahoma 73111-4398

No. 05-03
DATE: 28 January 2005

Compensatory Time Off for Official Travel During Non-Duty Hours

Subject: Compensatory Time-Off for official travel during non-duty hours.

References:

5 CFR 550

National Defense Authorization Act of FY 05

Federal Workforce Flexibility Act of 2004 (TN-04-53
– Amended)

Eligibility: National Guard (NG) Technicians

Effective Date: 28 January 2005

Use: All National Guard Technicians are allowed to claim time off for official travel during their off-duty hours. Some of the key points for this change are following:

1. "Time in travel status includes only the time actually spent traveling between the official duty station and a temporary duty station, or between two temporary duty stations, and the "usual waiting time" that precedes or interrupts such travel. Generally, passengers are required to arrive at a transportation terminal (e.g., airport or train station) at a designated pre-departure time (e.g., 1 to 2 hours prior to the scheduled departure time of an airplane, depending on whether it is a domestic or international flight). Such waiting time at the transportation terminal is considered usual waiting time and is creditable time in a travel status. In addition, when an employee's travel is interrupted (i.e., the employee travels to an intervening transportation terminal and has to wait for a connecting flight to continue traveling to a temporary duty station), usual waiting time at the intervening transportation terminal also is creditable time in a travel status, subject to exclusions for bona fide meal periods. If the employee experiences an extended (i.e., not usual) waiting time during which he or she is free to use the time for his or her own purposes (e.g., rest or sleep), the extended waiting time that is outside the employee's regular working hours is not creditable time in a travel status. Once the employee arrives at a temporary duty station, he or she is not considered to be in a travel status just because he or she is away from the official duty station. In other words, the time spent at a temporary duty station between arrival and departure cannot be credited as time in a travel status."
2. The compensatory time off must be used within 26 pay periods after it is earned in increments of one-tenth (6 minutes) or one-quarter hour (15 minutes) or it is forfeited, except in certain circumstances (e.g., when an employee separates or is placed in a leave without pay status to perform service in the uniformed services with restoration rights.).

3. A member cannot be paid for any unused compensatory time off and all unused compensatory time off is forfeited when moving to a different agency (such as from one state Guard unit to a different state Guard unit) or when separating from federal service.

Your points of contact are LtCol Shirley Kyles at (405) 228-5578 or 1Lt James Baxter at (405) 228-5527.

LARRY J. STICE
COL, GS, OKARNG
Director, Human Resources